

Proposed Changes to Article VII Officers

May 2022

Section 7.1 Officers

The Officers of the congregation are the President, the Vice President, the Secretary, and the Treasurer. All officers shall: represent the congregation on appropriate occasions and perform all duties incident to the office and such other duties as may be requested by the membership or Minister from time to time.

The Board shall designate a Chief Operating Officer according to the staff's capacity and the needs of the congregation. The COO could be a Minister, an officer of the congregation, or another staff member. The designation shall remain in effect until changed by the Board.

Section 7.2 The President

The President shall: be the executive officer of the congregation, serve as a member of the Board, represent the Board at ceremonial functions, be responsible for organizing the agenda for all regular and Special Meetings, and have authority to sign on behalf of the congregation any deeds, mortgages, bonds, contracts or other legal instruments which the Board has authorized to be executed, except in those instances where the signing and other execution of such instruments shall have been expressly delegated by these Bylaws or by statute to some other officer or agent of the congregation. The President shall be or appoint a Moderator at all Congregational Meetings.

Section 7.3 The Vice President

The Vice President shall: assume the duties of the President in the absence of the President; serve as a member of the Board; be in regular consultation with the President so as to be ready and able to serve as needed; serve as a liaison to one of the Board-appointed committees.

Section 7.4 The Secretary

The Secretary shall: serve as a member of the Board, keep minutes of all Board meetings and congregational meetings of the Church, issue all notices and conduct the correspondence of the Board, keep and preserve the membership **records** of the Church and such other Church documents as the Board may from time to time deem necessary or appropriate, preserve

maintain lists of friends and members of the Church along with addresses and telephone numbers, as established by the Membership Committee and the Administrative Assistant; serve as a liaison to one of the Board-appointed committees.

Section 7.5 The Treasurer

The term for the Treasurer shall be for two (2) years. The Treasurer, or his, her, or their ~~his or her~~ designee, shall: receive and safely keep all money and other property of the congregation entrusted to his or her care, make disbursements as directed or approved by the Board, keep a complete account of the finances of the congregation in books belonging to the congregation, including direction and coordination of any public accounting firm employed by the congregation, render a current statement at each regular meeting of the membership, ensure that all federal, state or local tax returns, reports or other items required by law are properly prepared and filed with the appropriate authorities in a timely manner, and may be bonded at the expense of the congregation. In the event of the simultaneous absence or incapacity of both the President and Vice President, the Treasurer may join the Board and perform the duties of the President. There shall be an informal audit of the congregation's financial records each year. every other fiscal year for the previous two-year period.

Section 7.6 At-Large Board Member

The duties and responsibilities of an at-large Board member may vary according to the needs of the congregation. The at-large Board member shall: attend all Board meetings as a voting member; serve as liaison between membership and the Board of Directors by attending the annual meeting, town hall meetings, and special congregational meetings; serve as liaison to one of the Board-appointed committees.